

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: JULY 29, 2014

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MONROE
 MERLINO
 KENNY
 DICKINSON

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
 BROCK
 GIRARD
 MCDEVITT
 SEEBER
 SIMPSON
 TAYLOR
 WESTCOTT
ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
MICHAEL CONSUELO, EXECUTIVE DIRECTOR OF THE LAKE GEORGE CHAMBER
 OF COMMERCE AND CVB
WILLIAM LAMY, PROJECT MANAGEMENT EXECUTIVE COMMITTEE MEMBER
FRED AUSTIN, WARREN COUNTY RESIDENT
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, SECRETARY TO THE CLERK OF THE BOARD

Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 10:20 a.m.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Commencing the agenda review, Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), advised the first item on the agenda referred to an update on the Charles R. Wood Park construction. He stated there continued to be delays with the Festival Space construction and the contract was being accessed for liquidated damages. He said the delay was caused by the contractor's submittals for amended soil. He apprised he was hopeful within the next few weeks the contractor would be able to complete the soil testing so placement of amended soils and top soil could proceed.

Mr. Tennyson advised he, as well as the Project Management Executive Committee (PMEC), felt because there was a sprinkler system in place the turf would be ready for the events scheduled in September. Mr. Monroe pointed out the amount of the liquidated damages was \$1,500 for every day the Festival Space went unused.

Mr. Tennyson presented a request for transfer of funds in the amount of \$1,614.36 from Budget Code A 691.07 Deferred Revenue – Gaslight Village Parking Fees, to Budget Code A.1625 413 – Gaslight Village Property – Repairs & Maintenance – Bldg./Property, to pay the invoice submitted by the Village of Lake George for the mowing and weed wacking of the south parcel of the property where the ponds were located. He reminded the Committee the balance of the 2013 monies had

been expended on tax payments. He explained that normally the operating budget was offset by the park revenue; however, he said, the revenue would not be achieved this year.

Mr. Monroe questioned why a weed wacker head was purchased and Robert Blais, Mayor of the Village of Lake George, replied he was unsure. Mr. Tennyson advised he would follow up with David Harrington, Superintendent of Public Works, Village of Lake George, regarding this purchase. Mr. Monroe stated it could have been an item that was worn and required replacement. Mr. Tennyson pointed out the weeds in this area were rather significant in size; therefore, he said, it may have required a weed wacker head with a larger blade.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve the request for transfer of funds as outlined above and forward same to the Finance Committee; as well as to approve payment to the Village of Lake George in the amount of \$1,614.36 as outlined above and the necessary resolution was authorized for the August 15, 2014 Board meeting. *Copies of the resolution request forms are on file with the minutes.*

Mr. Tennyson advised the discussions were ongoing with the Village of Lake George regarding the schedule and budget for maintaining the property. He said he anticipated presenting a request for a long term agreement this fall for mowing, trash pick up and normal grounds maintenance, as well as cleaning and restocking the bathrooms. He apprised they were also discussing implementing an a la carte pricing system to ensure the bathrooms were cleaned and restocked periodically during large special events. He said all of these costs were funded by park revenues.

Mr. Monroe stated there was no need to discuss the Park Rules, as this had been handled at the last Committee meeting. Mayor Blais added the Village of Lake George would be publishing the amended version of Local Law No. 3 of 2014 to prohibit smoking throughout the entire Charles R. Wood Park shortly so it could be adopted by both the Village and the Town of Lake George.

Mr. Merlino questioned whether a separate meeting would be scheduled to discuss the management of the Park as he had some ideas he would like to present. Paul Dusek, County Administrator, stated the meeting Mr. Merlino was referring to was relative to Mayor Blais' request for a permanent funding line from Occupancy Tax so that funds would be available for events that would take place in the Charles R. Wood Park. He said the issue was the normal event funding mechanisms and program were not compatible with what the needs of the Park may be. He advised the thought was if there was a separate line item available just for the Park events that could be accessed on relatively short notice, it would encourage or facilitate an event coming to the Park.

Mayor Blais apprised he felt consideration should be given to setting aside a certain amount of occupancy tax funding to promote the Charles R. Wood Park. He continued, he believed it was necessary to have a fund dedicated to promoting the Park, as well as provide funding to groups that wanted to use the space for their events. As an example, he stated, if the Shriners Circus was considering three different locations for their event, he thought providing them with funding assistance may persuade them to select the Park over the other locations. He added occupancy tax had been a key element in booking the American Music Festival, as well as the Shriners Circus at the Park in September. He reiterated he felt a certain amount of occupancy tax funding should be set aside for the Park. He stated they had discussed the needs regarding management, oversight, maintenance, sales and promotion. He continued, he believed someone would need to be on site during events to ensure the site was set up properly for traffic flow. He advised he felt scheduling a separate meeting to discuss the matter further was appropriate.

Mr. Monroe questioned whether Mayor Blais had a specific dollar amount in mind and Mayor Blais

replied in the negative, but suggested as the matter could be referred to the Occupancy Tax Committee. Mayor Blais said he felt the funding amounts would be dependent upon some of the items that were outlined in Mr. Merlino's proposal.

Mr. Merlino noted the need to market the Charles R. Wood Park and he suggested the possibility of contracting with the Lake George Chamber of Commerce and Convention and Visitors Bureau for this work (LGCC&CVB). He advised the current LGCC&CVB contract expired at the end of 2014 and it might be possible to combine the marketing of the Park with the work they were currently doing in the next contract term. He suggested a meeting be scheduled with Mayor Blais to further discuss the matter.

Mr. Monroe suggested referring the matter to both the Tourism and Occupancy Tax Committees for further discussion.

Motion was made by Mr. Dickinson, seconded by Mr. Monroe and carried unanimously to refer to the Occupancy Tax and Tourism Committees to consider a plan to oversee operation of the Charles R. Wood Park and establish a budget for same.

Mayor Blais advised he was concerned that the parking violation fees for the West Brook Parking Lot established by Section 7 of County Local Law No. 7 of 2012 were not in line with those set by the Local Law adopted by the Village of Lake George. He requested that the County amend Local Law No. 7 of 2012 establishing motor vehicle parking regulations for the West Brook parking lot located in the Village and Town of Lake George to reflect an increase in parking violation fees from \$15 to \$20.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to introduce Local Law No. 4 of 2014 entitled "a Local Law Amending and Superceding Local Law No. 7 of 2012 establishing motor vehicle parking regulations for the West Brook parking lot located in the Village and Town of Lake George to reflect an increase in parking violation fees from \$15 to \$20" and the necessary resolution was authorized for the August 15, 2014 Board meeting. *A copy of the resolution request form is on file with the minutes.*

As there was no further business to come before the Park Operations & Management (O&M) Committee, on motion made by Mr. Dickinson and seconded by Mr. Merlino, Mr. Monroe adjourned the meeting at 10:33 a.m.

Respectfully Submitted,
Sarah McLenithan, Secretary to the Clerk of the Board